

Minutes of the
South Dakota State Emergency Response Commission Meeting
Conducted via the Digital Dakota Network

State Capitol Building
Pierre, SD

Southeast Technical Institute
Sioux Falls, SD

South Dakota State University
Brookings, SD

South Dakota School of Mines and Technology
Rapid City, SD

October 31, 2003
9:00 a.m. CDT

CALL TO ORDER AND ROLL CALL: Chairman Robert McGrath called the meeting to order. The roll was called and a quorum was present.

COMMISSION MEMBERS PRESENT: Robert McGrath, Joe Nadenicek, Kurt Doeden, Kristi Turman, Mike Durick, Al Christie, and Barb Telkamp.

COMMISSION MEMBERS ABSENT: None.

OTHERS PRESENT: See attached attendance sheets.

INTRODUCTIONS: Participants at each of the sites introduced themselves.

APPROVAL OF MINUTES FROM JULY 25, 2003, MEETING: Motion by Nadenicek, seconded by Turman, to approve the minutes from the July 25, 2003, South Dakota State Emergency Response Commission meeting. A roll call vote was taken, and the motion carried unanimously.

LEPC DEVELOPMENT ACTIVITIES AND APPROVAL OF THE DAY COUNTY LEPC ROSTER: Arden Rapp reported that the Day County LEPC submitted a roster. Mr. Rapp attended the Day County LEPC meeting, in which 38 people were in attendance. The new Day County Emergency Manager is the LEPC chairman.

Mr. Rapp noted that he had reviewed the roster and recommended that the SERC accept it.

Motion by Turman, seconded by Doeden, to accept the Day County LEPC roster. A roll call vote was taken, and the motion carried unanimously.

Mr. Rapp reported that the fourth quarter was successful with the LEPCs completing a variety of tasks, including completion of seven plan updates and three exercise and training classes. Mr. Rapp and Ms. Smith met with the Deuel, Codington, Hamlin, and Union County LEPCs this quarter.

Ms. Smith reported that at the meeting Southeastern Council of Governments presented the new Union County LEPC plan. The meeting was public noticed, however no members of the public attended. Raymond Roggow, the Union County Emergency Manager, has been working on the Sioux Land Sub-area Contingency Plan for the Lower Missouri River Basin.

Mr. Rapp noted that Glen Ford, EPA, attended the Codington County LEPC meeting in Watertown and the group toured the ethanol plant at Watertown.

Mr. Rapp reported that there were approximately 20 people at the Hamlin County LEPC meeting.

Mr. Rapp said he believes the LEPCs and local officials have recognized the importance of having an active LEPC and meeting compliance requirements in order to be eligible for grant dollars.

PLANNING AND TRAINING GRANTS: Mr. Rapp reported that the HMEP grant for FY 2003-2004 application package was received from Charles Rogoff, project manager in Washington, DC. South Dakota received the same funding amounts as last year - \$77,414 for training and \$49,566 for planning. The grant period is from October 1, 2003 to September 30, 2004.

The FY 2002 training grants were used for the State Fire School, regional fire schools, by LEPCs working with their local fire, EMTs, and law enforcement, and for the Annual Hazmat Conference in Pierre. Regional fire department personnel also attended hazardous materials Advance Technician Courses in Pueblo, Colorado.

Planning activities included updates and major revisions to LEPC plans and commodity flow studies.

Mr. Rapp reported that South Dakota successfully completed its 10th year in the Hazardous Materials Emergency Preparedness planning and training grant program. As of September 30, 2003, all planning and training grant funds were depleted.

Mr. Rapp submitted a copy of the report on South Dakota's implementation of the HMEP grant program in FY 2002. This report summarizes the major planning and training accomplishments for FY 2002. (Attached to minutes.)

TITLE III TRAINING: Lee Ann Smith reported that the Tier II workshops are scheduled for January 16 and 21, 2004, from 3:00 to 5:00 p.m. CST. The workshops will be held via the Digital Dakota Network at various locations throughout the state.

EPA Region VIII has agreed to hold a TRI workshop in Sioux Falls in 2004. The tentative date is April 27, 2004. Ms. Smith encouraged the SERC members to attend this workshop.

STATE LEPC GRANTS: Ms. Smith stated that the amount of the LEPC grants for the coming year is between \$48,000 and \$50,000.

The grant amount an individual LEPC receives is determined by the number of LEPCs that apply. Ms. Smith plans to mail the Certification of Eligibility Forms in November 2003, and to distribute the grants by the end of December 2003 or early January 2004.

CHANGES TO THE LEPC AWARD PROGRAM: Ms. Smith reported that she was contacted by Bernie Ripperger, Assistant Director of the South Dakota Association of County Commissioners, who informed her that it had been decided that the SERC awards would be eliminated from the agenda for the annual convention.

Ms. Smith requested discussion from the SERC regarding the awards.

Chairman McGrath stated that the SERC has met its goal by giving awards to active LEPCs. Most of the counties in the state have formed LEPCs and submitted rosters. He said it is important that the LEPCs still be recognized for their efforts, and he asked Ms. Smith to check into putting the list of LEPCs that received awards in the Association of County Commissioners newsletter. He also suggested checking to see whether the awards can be given at the Association of County Commissioners workshop, which is held in May in Pierre.

Al Christie suggested that Chairman McGrath or Ms. Smith attend the county commissioners meeting and explain the purpose of the awards and make it known that the awards are available, rather than presenting individual awards to each county. Then the counties could pick up their awards at a designated place anytime during the meeting.

Ms. Smith stated that she will write an article for the Association of County Commissioners newsletter explaining the reason the awards were not given during the convention this year and stating that the certificates will be available during the spring workshop.

OTHER BUSINESS: Barb Telkamp noted that at the May 2003 meeting, the SERC discussed changing the format of the LEPC recognition award that the SERC gives out during the annual Hazmat Conference. She asked whether any decisions had been made regarding this issue.

Ms. Smith stated that she usually mails the nomination forms right after the first of the year. Ms. Smith will ask each LEPC to tell the SERC about the best project the LEPC did during the past year. She will forward the draft form to the SERC members for review prior to sending it to the LEPCs.

Regarding the membership of the SERC, Al Christie stated that he was originally appointed to represent the Department of Commerce, but now works for the Department of Public Safety. He asked Mr. Nadenicek what the statute says regarding the specific makeup of the SERC.

Mr. Nadenicek stated that staff has discussed the Executive Order that created the new Department of Public Safety and how that impacted the SERC. When there is an Executive Order that changes the name of an agency, the Legislative Research Council is supposed to make the adjustments in the Code to make sure the new authorities go under the new entities that are created.

Mr. Christie stated that Kristi Turman is the director of the Emergency Services Division in the new Department of Public Safety and the Fire Marshall's offices falls under that division, therefore, that agency has two representatives serving on the SERC.

Chairman McGrath asked whether any word has been received from the Governor's Office regarding the appointment of new members to the SERC.

Mr. Nadenicek stated that the Governor's Office is aware that there are vacancies on the SERC, as well as a number of other boards and commissions throughout state government. Pat Powers, Governor's Office, has been working to make sure all of the vacancies are filled. He has made a lot of progress, but has not gotten to the SERC yet.

Chairman McGrath asked Mr. Nadenicek to contact Pat Powers and inquire about the appointment of members to the SERC. At the next meeting Mr. Nadenicek will provide the commission with the statute and a discussion will be held regarding the statutory authority of the SERC. Chairman McGrath commented that the makeup of the SERC needs to be addressed as well as the vacancies. He noted that there have been vacancies on the SERC for a number of years.

Mr. Nadenicek stated that DENR, the Watertown Fire Department, and other emergency response personnel conducted an exercise regarding a terrorism incident in Watertown. The Watertown Public Opinion had an article regarding the exercise.

Bob McDonald said the exercise went as expected due to extensive pre-planning for it. Watertown basically mobilized all their emergency services. Based on some problems that the former Williams Pipeline facilities had, Watertown was required to do some third party assessments. This exercise was part of that requirement. Mr. McDonald noted that the

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department would like to see more of these exercises conducted by other large facilities, such as ethanol plants, etc.

Lee Ann Smith reported that this is Arden Rapp's last SERC meeting as he is retiring from state government. The SERC presented Mr. Rapp with a certificate of appreciation for his services. Kristi Turman read the certificate.

The next SERC meeting is January 30, 2004, via the Digital Dakota Network from 1:00 to 2:00 p.m. CST.

ADJOURN: Chairman McGrath declared the meeting adjourned.

<u>Robert B. McGrath</u>	<u>12/15/03</u>	<u>Barbara Telkamp</u>	<u>12-15-03</u>
Chairman	Date	Witness	Date

Hazardous Materials Emergency Preparedness

A Report on South Dakota's Implementation Of the HMEP Grant Program in FY2002

South Dakota has successfully completed our tenth (10) year in the Hazardous Materials Emergency Preparedness planning and training grant program. As of September 30, 2003, all grant funds/contracts have been completed.

This report summarizes the major planning and training accomplishments for FY2002.

TRAINING:

South Dakota's short term and long range goals have continued to concentrate on: (1) arranging for or providing the proper level of hazardous materials preparedness and response training based on the capabilities and needs of the specific jurisdiction; (2) continual expanding the cadre of qualified instructors to provide obtainable professional instruction support throughout the state; and (3) facilitating the enhancement of technical professional skills development by making available special in-state and out-of-state training activities.

In working toward these goals, the following activities have been completed:

- Eight (8) district fire schools were held throughout the state to provide training for 1000 persons in recruiting, training obligations, community obligations, and basic level awareness to terrorism, Drug Lab Hazards, and operations level hazardous materials response.
- Specialized hazardous materials training according to OSHA, EPA, & NAPA standards for Technician, Specialist, & Incident Command levels courses in Pueblo, Co. were provided to twenty-two (22) hazardous materials response team members.
- Grant assistance provided to 1,064 volunteer and paid fire service professionals participated in the State Annual Workshop that included a wide variety of on hands first response training activities.
- Grant contracts for instructors to teach modules at our tenth (10th) annual "Hazardous Materials Conference" held in Pierre, SD.

PLANNING:

The Division of Emergency Management's long range planning goals have continued to commit to: (1) assisting local emergency planning committees (LEPC's) in identifying potentially hazardous materials within communities and counties; (2) assuring all elements of LEPC's emergency response plans are addressed in accordance with federal regulations; (3) establishing an annual schedule for plan review and evaluation; and (4) funding of inter jurisdictional/ interagency exercises to evaluate the effectiveness of hazardous materials response procedures.

Planning grants were dedicated to the following activities:

- Funding to the South Dakota State Fire Instructors Conference for 110 participants and Instructor accommodations. The course of study included several aspects on Instructional Methodology for the Adult learner and the ICS train-the-trainer course.
- Two (2) county LEPC's conducted commodity flow studies on major transportation routes in their jurisdictions and completed their update on facility site plans storing hazardous materials in the their communities.
- Thirteen (13) county LEPC's completed major plan updates and revisions for their plans that include GIS, mapping, pictures, and information on the Tier II reporting sites. This planning effort has provided for better planning to response and evacuation.
- Funded the tenth (10th) SD Hazardous Materials Conference held in Pierre, SD. Over 115 people attended the 1st - 2nd day conference that offered hazardous materials training/planning seminars for first responders, LEPC members, local emergency managers, and facility managers and representatives.
- The state hazardous materials grant coordinating officer attended the 15th Annual National Hazardous Materials conference held in Oklahoma City, OK.

The State of SD, local governments, and first responder organizations have continued to benefit from the financial assistance made available through the planning and training grant programs. The various activities stated in this report would not have been accomplished without the grant money. The success in completing the varied projects is also attributed to an excellent working relationship between LEPC's, emergency managers, first responders, and the State Office of Emergency Management.

STATE CAPITOL BUILDING
PIERRE

NAME (PLEASE PRINT)

ADDRESS

REPRESENTING

[illegible]

SOUTH DAKOTA STATE UNIVERSITY
BROOKINGS

REPRESENTING

SECRET

SERC

ATTENDANCE SHEET

STATE EMERGENCY RESPONSE COMMISSION MEETING

CONDUCTED VIA THE DIGITAL DAKOTA NETWORK

OCTOBER 31, 2003

SOUTHEAST TECHNICAL INSTITUTE
SIOUX FALLS

NAME (PLEASE PRINT)

ADDRESS

REPRESENTING

Kurt Doeden

Sioux Falls

SERC
